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Assistant Director, OER

10 June 1963

Chief, Geographic Research

Production Control in Cartographic and Geographic Work

1. General. Cartographic and geographic intelligence support is conducted primarily in response to requester demands. An immeasurable quantity of physical and cultural characteristics of foreign areas may at some time have intelligence significance. The actual research and production of reports and maps therefore is in response to immediate and individually defined support requests. Most commonly, these requests emanate from the operational, estimative, scientific, and economic intelligence activities of the Agency.

2. Policy guidance. Geographic research and map work is undertaken only on definable intelligence problems that are current or imminent, except for established scheduled production such as the HMS. Each request is carefully considered by responsible officials in the Geographic Research Area. The authenticity of many requests is established by requiring a written transmittal through the highest appropriate channels for verification of need, scope and depth of detail, and deadline. In the case of operational planning support, authentication is accomplished by [redacted] Research and map requests are subjected to further action involving a joint determination with the responsible requester of the substance to be covered which is applicable to the problem; an attempt to establish a realistic completion date; a weighing of the relative priorities of several projects from the same requester; and an establishment of precedence of work related to the "level" of the ultimate user of the end-product. The detailed outline of the geographic research project is reviewed and approved by Branch Chief, Division Chief, Chief/Geographic Research, and the AD/NE before the work is undertaken. The decision to undertake cartographic work resides with the Chief, Cartography Division. Post-printing review and guidance is given by the Chief, GRA and the AD/NE in interpretations of Agency progress, policy, and developing trends.

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3. Project control The Cartography and Geography Division keep production records on all projects in work, showing such data as requester(s), responsible analyst, status of preparation, status of graphics, and publication type. Monthly analyst manhour reports provide data on project costs and changes in the trend of map and research load.

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Distribution:
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